

# Memorandum

To : All Commissioners

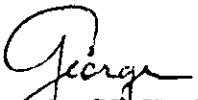
Date : November 23, 1966

From : Commission on Peace Officer Standards and Training

Subject: COMMISSION MEETING, December 1, 1966  
Biltmore Hotel, Room 3339  
6th and Olive Streets  
Los Angeles, California  
Telephone A.C. 213 - 624-1011

## PROPOSED AGENDA

1. Call to order 9 a.m.
2. Approval of Minutes - August 26, 1966, Morro Bay  
September 30, 1966, Sacramento
3. Approval of Expense Claims
4. Certification of Courses
5. Specification Changes
  - a. Supervisory Course
  - b. Certificate Program
6. Miscellaneous Reports
  - a. Financial
  - b. Proposals for possible Legislative action
  - c. Chairman
7. Election of Officers for 1967
8. Selection of Date and Location of Next Meeting
9. Adjournment

  
GEORGE H. PUDDY  
Executive Officer

State of California  
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES  
December 1, 1966

Los Angeles, California

The meeting was called to order at 9:00 a.m. by Chairman Seares. A quorum was present:

ROBERT S. SEARES, Chairman  
ALLEN B. COTTAR, Vice Chairman  
HOWARD W. CAMPEN  
LOHN R. FICKLIN  
DAN KELSAY  
WILLIAM McCANN  
THOMAS REDDIN

Also present:

GEORGE H. PUDDY, Executive Officer  
KENNETH W. SHERRILL, Field Representative  
CARL R. BALL, Field Representative  
NATHAN F. IANNONE, Coordinator, Police Science,  
Fullerton Junior College  
C. H. ANDERSON, Chief of Police, Beverly Hills  
EVELYN FLORIO, Stenographer

Absent:

O. H. HAWKINS  
MARTIN C. McDONNELL

APPROVAL OF MINUTES

MOTION by Commissioner Campen, seconded by Commissioner Kelsay, carried unanimously, that the minutes of the August 26, 1966 meeting at Morro Bay and the minutes of the September 30, 1966 meeting at Sacramento be approved as mailed to all Commissioners.

APPROVAL OF EXPENSE CLAIMS

MOTION by Commissioner Kelsay, seconded by Commissioner Reddin, carried unanimously, that the following expense claims of the executive officer be approved:

## EXPENSE CLAIMS

George H. Puddy  
Executive Officer

August 25-27	Morro Bay	Travel	\$ 58.32
		Living Costs	55.50
			<u>\$113.82</u>
September 14-15	Monterey		
" 22	Los Altos-SF	Travel	\$ 68.59
" 28	Los Angeles	Living Costs	50.50
			<u>\$119.09</u>
October 1-5	Philadelphia		
" 11	Berkeley		
" 14-15	Santa Cruz		
" 17	Oroville		
" 19-21	Fullerton-LA		
" 26	Santa Barbara	Travel	\$372.46
" 27	San Francisco	Living Costs	216.75
			<u>\$589.21</u>
November 2	Modesto		
" 16	Fairfield		
" 18	Bakersfield		
" 20-22	Los Angeles-	Travel	\$114.65
	San Diego	Living Costs	66.75
			<u>\$181.40</u>
		TOTAL TRAVEL	\$614.02
		TOTAL LIVING COSTS	389.50
		<u>TOTAL EXPENSE</u>	<u>\$1,003.52</u>

CERTIFICATION OF COURSESPre-Service Courses

Long Beach City College, Long Beach, California  
Southwestern College, Chula Vista, California  
Glendale College, Glendale, California

The executive officer explained the courses taught at the colleges desiring certification.

MOTION by Commissioner Campen, seconded by Commissioner Reddin, carried unanimously, that the pre-service course at Long Beach City College and Southwestern College be certified.

No action was taken on certifying Glendale College pending further action to complete course reorganization.

#### Supervisory Courses

San Joaquin Delta College, Stockton, California  
Ventura Police Department, Ventura, California

The executive officer explained the courses up for certification. The course at San Joaquin Delta College is being presented in a certified college. The course at Ventura Police Department was presented by Northwestern Traffic Institute. The Commission decided not to take action to certify the course offered at Ventura. The Chairman requested the executive officer to inform Chief Geary of Ventura that no reimbursement could be paid for supervisory training taken at this course. On request, the Commission will consider approving the training taken by individual officers as meeting supervisory course requirements as stated in section 1005 (c) of the Commission Regulations.

MOTION by Commissioner Campen, seconded by Commissioner Reddin, carried unanimously, that the Supervisory Course offered at San Joaquin Delta College be certified.

#### SUPERVISORY COURSE SPECIFICATION

The first section discussed had to do with the course content which contains 22 topics. It had been proposed to delete topics 15, 17, and 21 from the specification. The executive officer explained that the statewide hearings held November 15 and 21 had revealed that the general feeling was not to delete any of the existing 22 topics contained in the specification.

MOTION by Commissioner Reddin, seconded by Commissioner Campen, carried unanimously, that the topics now in the specification remain without change.

The executive officer explained that Paragraph 2 was to be added to the specification to state guidelines for the instructors and colleges to follow. Mr. Nathan F. Iannone, Coordinator, Police Science, Fullerton Junior College, representing the Southern Section of the C.I.E.A. and the Orange County Peace Officers' Association, answered various questions posed to him by the Commissioners. After considerable discussion concerning Paragraph 2,

MOTION by Commissioner McCann, seconded by Commissioner Ficklin, carried unanimously, that Paragraph 2 read as follows: "The prescribed minimum course shall be completed within 18 months."

It was agreed that Items 2 (b) and (c) should be considered as separate sections.

MOTION by Commissioner Ficklin, seconded by Commissioner McCann, Commissioner Kelsay not voting, that Item 2 (b) be changed to Paragraph 3, COURSE CHANGES, to read as follows: "The Commission may approve changes from the course content listed in Paragraph 1 upon written application by a jurisdiction presenting evidence that such change is compatible with the public interest."

MOTION by Commissioner Ficklin, seconded by Commissioner Reddin, carried unanimously, that Item 2 (c) be changed to Paragraph 4, LIST OF GRADUATES, and that this should read as follows: "The course administrators shall submit to the Commission a list of the names of peace officer students who have completed successfully the supervisory course."

#### BASIC, INTERMEDIATE AND ADVANCED CERTIFICATE SPECIFICATION

The executive officer explained the changes and deletions that were proposed in this specification. The first section discussed was the addition of a sub-section (e) to Paragraph 1, GENERAL PROVISIONS.

MOTION by Commissioner Campen, seconded by Commissioner Ficklin, carried unanimously, that Paragraph 1 (e) read as follows: "To be eligible for the award of a certificate, each applicant must be a full time, paid peace officer member of a California city police department, a California county sheriff's department or the California Highway Patrol. In the case of the Basic Certificate, the service shall have been entirely in a jurisdiction which adheres to the minimum standards."

The next section discussed was Paragraph 3. It was decided to delete "for the full term of experience" and to add "Only" at the beginning of the section.

MOTION by Commissioner Ficklin, seconded by Commissioner Kelsay, carried unanimously, that Paragraph 3 read as follows: "Only law enforcement experience in California as a full time, paid peace officer member of a California city police department, a

California county sheriff's department or the California Highway Patrol shall be acceptable. The acceptability of the required experience shall be subject to determination by the Commission in the case of any jurisdiction which did not comply with the minimum standards for recruitment and training as defined in Section 1002 and 1005 of the Commission Regulations during all or any part of the term of experience."

At this time the executive officer brought up the fact that the definition of "one semester unit shall equal one point" would have to be revised since the quarter system is being followed in some colleges. After discussion, it was agreed that a sub-section should be added to deal with the quarter system unit that would read: "One quarter unit shall equal two-thirds of a point."

It was also agreed that Paragraph 4 (2) should be changed to include units obtained in the quarter system as well as the semester system.

MOTION by Commissioner Cottar, seconded by Commissioner Ficklin, carried unanimously, that Paragraph 4 (2) read as follows: "Have acquired 15 or more education and training points, as defined in 2 (a) and (b) above, at a junior college, college or university. When more than 15 points are claimed, technical, vocational, and professional subjects shall not exceed two-thirds of the total number of units.

Paragraph 7 (2) concerning the value placed on the associate degree in the awarding of the Intermediate Certificate was discussed.

MOTION by Commissioner Cottar, seconded by Commissioner Reddin, carried unanimously, that the associate degree and four years of law enforcement experience would entitle the applicant to the Intermediate Certificate.

It was also proposed to place value on the associate degree in the awarding of the Advanced Certificate, Paragraph 8 (2).

MOTION by Commissioner Kelsay, seconded by Commissioner Cottar, carried unanimously, that the associate degree and nine years of law enforcement experience would entitle the applicant to the Advanced Certificate.

## MISCELLANEOUS REPORTS

### Financial Report

A preliminary financial report for 1966 was handed out to the Commissioners

and explained by the executive officer. He reported that reimbursements to cities and counties will likely have to be decreased because receipts have not increased at the same rate as expenditures. The Commission agreed that the executive officer should apprise all agencies of the situation. This report is included as Attachment A.

MOTION by Commissioner Campen, seconded by Commissioner Kelsay, carried unanimously, that the financial report be approved and filed.

#### Re-appraisal of Pay Scale of the Executive Officer

The executive officer explained that the current pay scale of the executive officer is below that of other civil service exempt positions in the Department of Justice. In addition, it was proposed that a new position of Assistant Executive Officer be created to more realistically handle the administration of the Commission.

MOTION by Commissioner Campen, seconded by Commissioner Reddin, carried unanimously, that the executive officer submit appropriate proposals to the State Department of Finance and the State Personnel Board for re-appraisal of the administrative structure of the Commission staff.

#### Election of Officers - 1967

MOTION by Commissioner McCann, seconded by Commissioner Reddin, carried unanimously, that Allen B. Cottar be elected as Chairman of the Commission effective January 1, 1967.

In consideration of the custom that the Vice Chairman be selected from the chief administrative officer members of the Commission when a peace officer is Chairman,

MOTION by Commissioner Campen, seconded by Commissioner Kelsay, carried unanimously, that William J. McCann be elected as Vice Chairman of the Commission effective January 1, 1967.

#### Reappointment of Gene S. Muehleisen as Executive Officer

MOTION by Commissioner Ficklin, seconded by Commissioner Reddin, carried unanimously, to return Gene S. Muehleisen to the position of Executive Officer effective February 6, 1967.

MOTION by Commissioner Ficklin, seconded by Commissioner Kelsay, carried unanimously, to return George H. Puddy to the position as Assistant Executive Officer effective February 6, 1967.

Resignation of Howard W. Campen

Commissioner Howard W. Campen informed the Commission that he was submitting his resignation to Governor Brown before December 31, 1966, completing over seven years of service covering the entire life of the Commission to date.

DATE AND LOCATION OF NEXT MEETING

It was agreed that the next Commission meeting would be held in Sacramento sometime in February. The new Chairman will inform the executive officer of the exact date.

ADJOURNMENT

The meeting was adjourned at 1:15.

Respectfully submitted,

GEORGE H. PUDDY  
Executive Officer



# FINANCIAL REPORT

1966 Allocation Year

November 30, 1966

## RECEIPTS:

Balance: January 1, 1966	\$ 55,087.58
Actual through November 30, 1966	820,728.42
Estimated December 1966	<u>75,000.00</u>
Total: Estimated 1966	\$ 950,816.00

## EXPENDITURES:

Reserve for 1966-67 Fiscal Year administration	\$ 85,000.00
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Total available for apportionments to cities and counties	\$ 865,816.00
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Applications for Reimbursement to-date: (1965: \$833,000 + 17.6%)	\$ 979,705.00
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Estimated Deficit - December 31, 1966	\$ 113,889.00
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Proportional reduction in allocations = 12%

ATTACHMENT "A"